



DEPARTMENT OF INDUSTRIAL RELATIONS
EXAMINATION ANNOUNCEMENT FOR
HEARING OFFICER II
OCCUPATIONAL SAFETY AND HEALTH APPEALS
BOARD
OX92 6073 8IR28
DEPARTMENTAL-PROMOTIONAL



EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS

WHO SHOULD APPLY	Applicants who meet the minimum qualifications (entrance requirements) as stated below as of October 31, 2008, the final filing date . Applicants who have a permanent civil service status with the Department of Industrial Relations, excluding State Compensation Insurance Fund, may apply on a promotional basis.
HOW TO APPLY	Applications (Form 678) are available at the Department of Industrial Relations Personnel Office/Exam Unit, 455 Golden Gate Avenue, 8 th Floor in San Francisco CA 94102. This form can be accessed from either the Department of Industrial Relations website at www.dir.ca.gov or the State Personnel Board website at www.spb.ca.gov .
FINAL FILING DATE	Applications (Form 678) must be addressed and mailed to the Department of Industrial Relations, Attention Examination Unit, P.O. Box 420603, San Francisco, CA 94142, and POSTMARKED by the United States Postal Service (a postmark by a "leased" meter will not be accepted) no later than October 31, 2008, the final filing date . Applications postmarked, personally delivered or received via inter-office mail after the final filing period will not be accepted for any reason
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SALARY RANGE	\$7865 - 9516 per month
LOCATION OF POSITION	Positions are located in Sacramento and West Covina with the Department of Industrial Relations, Occupational Safety and Health Appeals Board.
ELIGIBLE LIST INFORMATION	An eligible list will be established for the Department of Industrial Relations (excluding the State Compensation Insurance Fund). The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION INFORMATION	Candidates who meet the Requirements for Admittance to the Examination (minimum qualifications) will be scheduled for a Qualifications Appraisal Panel Interview during November or December 2008.
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the education and/or experience requirements for this examination by October 31, 2008, the final filing date .

(continued on reverse side)

MINIMUM QUALIFICATIONS	<p>Admission to practice law in any state in the United States or the District of Columbia for at least five years immediately preceding application for appointment. AND</p> <p style="text-align: center;">Either I</p> <p>One year of experience performing the duties of a Hearing Officer I, Occupational Safety and Health Appeals Board.</p> <p style="text-align: center;">Or II</p> <p>Two years of experience in the conduct of judicial or quasi-judicial hearings in the capacity of presiding officer.</p> <p style="text-align: center;">Or III</p> <p>Five years of experience in the practice of law*, which shall have included at least three years of experience in the presentation of evidence and examination of witnesses before a trial court or quasi-judicial body.</p> <p>*Experience in the "practice of law" or "performing legal duties" or "legal experience" is defined as only that legal experience acquired after admission to The Bar.</p>
ADDITIONAL DESIRABLE QUALIFICATIONS	<p>Willingness to travel, impartiality, judicial temperament, clear enunciation, and normal hearing.</p>
POSITION DESCRIPTION	<p>Under general direction, a Hearing Officer II, presides over quasi-judicial hearings on the most difficult or sensitive matters as provided under the Labor Code and other related statutes; to render final or proposed decisions or to assist the Board in formulating its decisions; to confer with and assist assigned Hearing Officers on problem cases and provide guidance; and to do other related work.</p>
QUALIFICATIONS APPRAISAL INTERVIEW WEIGHTED –100%	<p>The interview will include a number of pre-determined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p style="text-align: center;">Qualifications Appraisal Interview</p> <p>Scope: The emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none"> 1. Legal principles and their application; 2. Principles and procedures of the Labor Code pertaining to occupational safety and health; 3. State of California Occupational Safety and Health Plan; 4. Standards and orders of the Occupational Safety and Health Standards Board; 5. Operating procedures and enforcement policies of the Division of Occupational Safety and Health; 6. Medical, physiological and occupational safety and health; 7. Principles and theories of administrative law and judicial review of administrative actions; 8. Principles and objectives of effective public administration and understanding of the use of proper administrative procedures in furthering these objectives;

	<p>(continued from previous page)</p> <ol style="list-style-type: none"> 9. Legal terms and forms in common use; 10. A manager's role in the Equal Employment Opportunity Program and the processes available to meet these objectives. <p>B. Ability to:</p> <ol style="list-style-type: none"> 1. Perform legal research; 2. Analyze, appraise, and apply legal principles, evidence, and precedents to legal problems; 3. Make accurate summaries of evidence and prepare appropriate findings and conclusions of law and make recommendations based on such facts; 4. Conduct fair and impartial hearings in a manner that will obtain all pertinent evidence and secure confidence and respect; 5. Maintain a fair and impartial attitude; 6. Speak and write effectively; 7. Supervise the work of others and assist and advise them in their work.
VETERANS PREFERENCE	<p>Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Personnel Office at 1-800-564-0771 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department of Industrial Relations.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Location: Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated in this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development and the progress he/she has made in his/her efforts toward self-development.

High School Equivalent: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.